



Admission on Motion Application Checklist

Refer to Arizona Supreme Court Rule 34(f) and 36

This list is being provided to assist in advance-planning for completing an Admission on Motion Application. Other than the fingerprint card, all supporting documentation must be completed and uploaded online.

Admission on Motion Requirements

1. **NCBE Number**
2. **Declaration** (must be notarized)
3. **Authorization and Release Form** (must be notarized)
4. **Evidence of graduation with a JD degree from an ABA-approved law school**
 - Photocopy of diploma, showing name, date and degree (*copy allowed*)
 - Original and currently dated letter from your law school attesting to the date your JD was conferred, or
 - Original transcript issued by law school indicating date JD conferred (*original required*)
5. **Examination Evidence of admission by bar examination**
 - Original document issued by admitting authority of the jurisdiction proving you passed the bar examination and were admitted, or
 - Original document from the jurisdiction or NCBE proving in passed the Uniform Bar Examination (*original required*)
6. **Certificates of good standing from every jurisdiction admitted (original required)**
 - Must be dated no earlier than 60 days prior to application
 - Must indicate date of admission and reflect current good standing
7. **Disciplinary history from every jurisdiction admitted (original required)**
 - Must be dated no earlier than 60 days prior to application
 - Must indicate disciplinary history in that jurisdiction
 - Must list grievances filed and disposition, if any

Character and Fitness Requirements

1. **Lawful Status Documentation**
 - US Citizens: Birth certificate, passport information page, valid driver's license, or certificate of naturalization.
 - Non-US Citizens: Official documentation of immigration status.
2. **Residence History**
 - Addresses for the last ten years or since age 21, whichever is shorter.
3. **Military Documentation (if applicable)**

- DD214 for discharged active-duty military.
 - Discharge papers from military reserve components.
 - Documentation of any military discipline.
4. **Education History**
- Dates of attendance and names of all universities where any degree was earned.
 - Dates of attendance and names of all law schools attended.
 - Details of any school discipline (lifetime).
5. **Professional and Licensing History**
- Dates and outcomes of applications to practice law in other jurisdictions.
 - Dates and outcomes of applications to other professional licensing agencies (e.g., teacher, pilot, accountant, etc.).
 - Details of any professional discipline.
6. **Employment History**
- Full accounting of all employment and unemployment periods for the last ten years or since age 21.
 - Employment details: Dates, employer names, addresses, phone numbers, email addresses, job titles, supervisor names, and reasons for leaving.
7. **Disciplinary and Legal History**
- Details of any discipline or dishonesty in employment.
 - Civil actions (past ten years): Copies of complaints and dispositions, including settlement agreements if applicable, judgment, satisfaction of judgment, and dismissal and/or dismissal after settlement.
 - Divorce: Petition and decree required.
 - Criminal matters (lifetime): From Law Enforcement: copy of complete police report including officer's narrative report. From Court: complaint, indictment, plea agreement (if any), disposition, sentence, (appeal, if any), and proof of satisfaction of all conditions imposed.
 - Traffic citations (last ten years): Dates, type of infraction, location, and disposition.
 - Certified driving record from every state where licensed within the last ten years (must be current within 90 days).
8. **Financial History**
- Details regarding any credit card revocation, delinquent debt, default on any order of court, or failure to meet financial obligations (lifetime); must also include steps taken to bring account current.
 - Bankruptcy: Petition, schedules of indebtedness, discharge order, detailed explanation of the circumstances, including any steps taken to meet obligations and avoid filing.
9. **References**
- Three personal references not listed elsewhere in the application (name, address, phone number, email, years known).
 - Three attorney/judge/law professor references not listed elsewhere in the application (name, address, phone number, email, years known).
10. **Photo Requirements**
- Full face view, directly facing the camera, with a neutral expression and both eyes open.
 - Color photo.
 - Photo must show only you in front of a plain white background.
 - Have uniform lighting - the photo must not show shadows or shadowing of facial features.
 - Glasses are permitted; however, glare in the photo is not acceptable (glare can

- be avoided with a slight downward tilt of the glasses or by turning off the flash).
- No hat or head covering unless worn for religious purposes.
 - 300 x 300 square once uploaded.
 - Photo file type must be a .png, .jpg, or .jpeg
 - Taken within the past 6 months to reflect your current appearance. If your photo is over 12 months old or your appearance has changed, you are required to upload a new photo that reflects your current appearance. To do so, you can use the “Upload Photo” button in the UPLOAD YOUR PHOTO box on your user homepage.

11. **Fingerprint Card**

- THIS IS THE ONLY DOCUMENT TO BE MAILED TO OUR OFFICE. The standard FBI blue and white fingerprint card, on heavy stock, is available from Attorney Admissions by emailing a request, along with your current mailing address to attorneyadmissions@courts.az.gov. Please put “Fingerprint Card Request” in the subject line of your email.
- Live-scan or ink prints must be affixed to the card. The completed fingerprint card must be mailed so that it arrives within 5 days of your application submission to ensure timely processing. Do not mail the completed fingerprint card until you have submitted and paid for the Admission on Motion Application.

Mail completed fingerprint card to:

Arizona Supreme Court
Attorney Admissions
1501 West Washington Street, Suite104
Phoenix, AZ 85007

12. **MPRE Score** - Evidence of a minimum score of 85 on the MPRE.

- Copy of **official** MPRE score report can be requested on the NCBE website at www.ncbex.org, or
- Original letter from the jurisdiction you were admitted indicating scaled score of 85 or greater.

13. **Arizona Law Class**

- For registration information on how to fulfill this requirement, please go to the following link, where you will find information allowing you to view video modules from your computer in any location. Your completion of all online modules and an evaluation triggers internal notification of completion to our staff. You are not required to upload or submit a certificate of completion. Register at: Arizona Law Course Online Registration (azcourts.gov)